

TO: BOARD OF DIRECTORS

FROM: DON SPAGNOLO
GENERAL MANAGER 

DATE: NOVEMBER 2, 2010

**AGENDA ITEM
E-4**

NOVEMBER 10, 2010

WILLOW ROAD WATERLINE EXTENSION PROJECT PHASE 2

ITEM

Consider Willow Road Waterline Extension Project Phase 2 additive bid item, construction management services contract amendment with Cannon, transfer of funds and disbursement of funds to San Luis Obispo County for construction of the project [RECOMMEND APPROVAL].

BACKGROUND

San Luis Obispo County is planning to extend Willow Road from Hetrick Road to US 101. The District's 2007 Water and Sewer Master Plan Update recommended the construction of a 12 inch diameter waterline in this segment of roadway. The District has finalized the design for the waterline from Hetrick Road to future Frontage Road so that the projects can be bid concurrently.

In September 2010, the District entered into an agreement with the County to incorporate the construction of the District's proposed waterline into the County's project. Under the terms of the agreement, the District will be responsible for design, inspection and direct construction cost of the waterline. The District will also reimbursement the County for all reasonable administrative costs incurred for the preparation of contract documents, bidding and/or construction phase related to the waterline work. In exchange, the County will bid and construct the District's waterline work as part of the County's project. Installation of the District's waterline concurrent with the County's roadway project is more cost-effective than installing the line in the future since the water line can be installed before the roadway is paved. Staff anticipates this approach to the project will result in a total overall project cost that will be significantly less than if the District was to construct the project separate from the County's roadway project.

In accordance with the reimbursement agreement, the District is required to notify the County to determine if the County should accept the additive bid item for the waterline work for *any of the three lowest bidders*. The purpose of including the three lowest bidders is to require the District to decide on the acceptability of the additive bid price of each of the other bidders in the event the County decides to award the contract to another bidder. This allows needed flexibility for the County to define the responsible bidder with the lowest responsive bid on the base bid. The County is scheduled to open bids for the Willow Road Phase 2 project on November 8, 2010.

The agreement also requires that the District deposit a total of 120% of the estimated project costs for the waterline construction costs with the County. The District paid the initial 30% deposit based on an engineer's estimate of \$497,581 and now needs to pay the additional 90% deposit based on the estimated construction cost (highest additive of the three lowest base bids) based on the actual bids.

Cannon Associates designed the Willow Road Waterline Extension Phase 1 project for the District and is currently providing construction management services for Phase 1. The District selected Cannon to provide engineering design services for the Willow Road Waterline Extension Project Phase 2 given the working relationship that Cannon has developed with

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NOVEMBER 10, 2010

County staff in coordinating the Phase 1 project, the knowledge of the County's requirements and the level of coordination anticipated to be required for design of Phase 2 of the waterline project. Staff recommends that Cannon provide construction management services for the Phase 2 project as well. Attached is a copy of Cannon's proposal for construction management services. The proposed budget for the work is \$62,050.

FISCAL IMPACT

The FY 10-11 Budget includes \$300,000 in the Water Capacity Fund (Fund #700) for the design and partial construction of the Willow Road Waterline Extension Project Phase 2. To date, the District has paid the County a \$124,396 deposit for the project. Given the County's current timing for the project, additional funding in the FY 10-11 Budget is required for this project if the District proceeds with construction of the waterline. Staff anticipates that sufficient funding will be available in the Willow Road Waterline Phase 1 Project budget to provide the required funding for the completion of construction for both Phase 1 and Phase 2 in FY 10-11.

RECOMMENDATION

Staff will provide the bid results, bid recommendation, determination of the additional amount due to the County based on the actual bids, recommendation for Cannon construction management services, required transfer amount from the Phase 1 Project to the Phase 2 Project and provide a completed resolution in a supplemental staff report to be distributed on November 10, 2010. Time is of the essence as the County is under a deadline to award the contract for the roadway in order to maintain State and Federal funding for the project.

ATTACHMENTS

- Cannon Associates Proposal for Willow Road Waterline Extension Phase 2 Project Construction Management Services Dated November 3, 2010
- Resolution 2010-XXXX Remaining Deposit to San Luis Obispo County for Construction of Willow Road Waterline Extension Phase 2



November 3, 2010

Mr. Peter Sevcik, PE
District Engineer
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

**PROJECT: WILLOW ROAD WATERLINE EXTENSION PROJECT, PHASE II
CONSTRUCTION MANAGEMENT SERVICES**

Dear Mr. Sevcik:

Please find attached our proposal to perform Construction Management Services for the second phase of the Willow Road Waterline Extension Project. As we discussed, the scope of services in this proposal are slightly different than those we proposed for Phase I. This proposal assumes that Phase II will be constructed as a bid alternative to the County's roadway project. In the Phase I construction management proposal, we assumed the Phase I waterline would be constructed separately.

Working with the County throughout the design and construction of Phase I presented both opportunities and challenges. In preparing this proposal, these opportunities and challenges were taken into consideration. The enclosed scope of services provides tasks for working effectively with the County while still meeting the District's needs.

We look forward to this opportunity continuing to support the Willow Road Waterline Extension project. I will call you to follow up with this proposal; if you would like to get going before then, please return a signed Acceptance of Proposal which will serve as our notice to proceed. The fees quoted in this proposal are valid for 60 days from this date.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Kraemer", written over a horizontal line.

Larry Kraemer, PE
Director, Public Infrastructure Division
C 44813

1050 Southwood Drive
San Luis Obispo, CA 93401
T 805.544.7407
F 805.544.3863

CannonCorp.us



PROJECT UNDERSTANDING

Our recent Construction Management Services provided for the Willow Road Waterline Extension Project (Phase I) and our intimate knowledge of the plans and specifications for Willow Road Waterline Extension Project (Phase II) form the basis of our understanding of the work involved. The project generally consists of mobilization; potholing; earthwork; installation of new water system components, including: sand bedding, pipe, fittings, valves, meters, hydrants, etc.; backfill and compaction of trench; flushing, hydrostatic testing, and disinfecting waterline; site restoration; and cleanup.

Our role in this project is to represent the District during the construction and post-construction phases, and verify the Contractor constructs the improvements in accordance with the plans and specifications. Our Construction Manager will represent the District at the construction site and coordinate with the County's Resident Engineer and our Geotechnical Engineer throughout the course of the project.

SCOPE OF WORK

TASK 1 – ATTEND PRE-CONSTRUCTION CONFERENCE

Cannon's Construction Manager will attend the pre-construction conference with the Contractor, the County, and the District's team. We assume the meeting will take place at the County's offices in San Luis Obispo.

TASK 2 – PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION

Task 2.1 Progress Pay Estimate

We will establish a progress pay schedule with the County's Resident Engineer, in which progress pay estimates will be forwarded by the Contractor to Cannon on a monthly schedule. We will review the progress pay estimates and supporting materials, and forward the Contractor's progress pay estimates to the District prior to sending back to the County. We will include recommendations regarding the payment to the Contractor. We will maintain a current estimate of the earned value of work performed and an estimate of the overall construction costs based on the Contractor's bid.

Task 2.2 Submittal Management

The Submittal Management process will include tracking the shop drawings and submittals received from the Contractor through the County's Resident Engineer. We will maintain a log of the shop drawings and manage the Submittal Management process, including:

- Record all submittals and shop drawings received from the Contractor;
- Ensure submittals are reviewed in a timely fashion and returned to the County and Contractor;
- Ensure the sample/submittal logs reflect the same critical submittal dates as the short term look ahead schedules;
- Ensure shop drawings have been reviewed and returned before associated work is begun;
- Update logs on a regular basis; and
- Maintain copies of all submittals.

We received 29 submittals for the Willow Road Phase I work and we anticipate roughly the same number of submittals for the Willow Road Phase II work.



Task 2.3 Change Order Management and Requests for Information (RFIs)

We will coordinate all efforts regarding change orders and RFIs submitted by the Contractor or requested by the District. Change order submittals will need to include supporting documentation. We will consider how submittals impact the project budget and schedule, and will prepare a recommendation for approval or disapproval of the submittal. Various activities for this task include the following:

- Coordinate responses to RFIs;
- Compile documentation including inspection reports, test reports, drawings, sketches, photographs, and other materials as required;
- Evaluate impacts of the proposed change on the Contractor's schedule and operations; prepare a written response summarizing the anticipated impact of the change;
- Evaluate the price proposal submitted by the Contractor for reasonableness and accuracy of rates unit prices, construction quantities, and schedule impacts; and
- Maintain a tool for tracking change order proposals through the review and approval process. Should the need arise, we will prepare files for potential change orders or claims in order to compile supporting documentation.

TASK 3 – PROVIDE CONSTRUCTION MANAGEMENT SERVICES

Task 3.1 Construction Observation

Construction Observation services will include the following:

- Implement observation guidelines for monitoring the quality of the Contractor's work;
- Conduct field observation (as needed) and prepare documentation of construction tasks including, but not limited to, potholing, pipe, pipe restraints, valves, fittings, hydrants, meters, air release valves, trench excavation, bedding and backfill, tracer wire, warning tape, flushing, testing, disinfecting, and concrete;
- Issue a Non Conformance Report to the County's Resident Engineer when we witnesses materials, erection or installation process, or inadequate quality that does not meet the requirements of the construction contract documents. The report will notify the County's Resident Engineer of such deviation and inquire as to the Contractor's proposed corrective action; and
- Obtain delivery slips and tickets for materials delivered to the job site to use when checking payment requests.

We understand that the Construction Observer will not be responsible for site safety, including but not limited to, OSHA and traffic control requirements, as well as safety inspection, evaluation or supervision. We understand the responsibility of site safety lies with the Contractor. We will monitor the Contractor's general compliance with its safety program relative to the waterline work and advise the County's Resident Engineer of observed deficiencies.

We will provide the District a summary report of the work activities at the end of construction. The summary report will be based upon the daily work activity logs prepared by the Construction Observer and will contain printed color photos of images taken during construction.



The Bid documents do not specifically state when the Contractor must complete the waterline work relative to the overall road construction improvements. Rather, all work under the main County contract must be completed within 500 consecutive calendar days. However, this time includes the work for the Highway 101 underpass.

In preparing this proposal, we estimated our services based on typical waterline installation production rates, the number of waterline connections (most of which will occur at night), and the number of waterline appurtenances such as air-vacs, hydrants, meters, blowoffs, and valve assemblies. Additionally, we considered our current efforts on the Willow Road Phase I work, which is approximately twice the amount of waterline to be installed in the Willow Road Phase II work.

We assume construction observation will be provided during actual working days and that each observation will vary between approximately 4 and 8 hours per day in length, including travel time and field observation report preparation. For purposes of this proposal, we've estimated 35 working days and 250 hours of observation with an average observation-day of approximately 7 hours for our Construction Observer. To provide the necessary oversight of our Observer, we have estimated our Construction Manager at 20% of our Observer and our Chief Engineer at 5% of our Observer.

Task 3.2 Construction Staking (Checking and As-building)

We will perform an as-built survey of the waterline during its construction to verify conformance with the construction plans and for inclusion of the as-built data into the District's GIS database. We will coordinate our schedules to perform this work with the General Contractor. The waterline locations will be based on the vertical and horizontal control used for construction of the County's project. The survey will provide horizontal and vertical location of the waterline's major features including: connection points, valves, fire hydrants, blow-offs, and fittings (tees, elbows, etc...).

To efficiently perform this work, we will require access to optimal segments of the exposed pipeline and appurtenances. So as to not delay trenching operations, we will closely coordinate scheduling with the contractor to ensure advance notice of when critical milestones are achieved during construction and performing the as-built surveys is most advantageous.

We anticipate the District will provide a data summary, or an example, of the water line data to be provided for the GIS System. We want to ensure the data provides the District with optimal value for use in its GIS System.

Task 3.3 Soils Testing

We will retain the services of Earth Systems Pacific to provide materials testing during construction. This will include verification of bedding, pipe zone, and trench backfill materials and achievement of required compaction results.

We will coordinate with the materials sampling and testing engineer as required. We will review results of the testing materials. Following review, we will make recommendations for acceptance of work in general compliance of the contract documents, or make recommendations if remedial actions are needed to correct unacceptable portions of the Contractor's work.



TASK 4 – PROVIDE POST-CONSTRUCTION SERVICES

Task 4.1 Final Inspection and Punch List

In conjunction with District staff, we will evaluate the water system improvements to confirm general compliance or identify discrepancies and deficiencies in the work. We will prepare a Punch List to identify such items. Upon correction of the Punch List items by the Contractor, we will report completion of the project to the District and the County's Resident Engineer and recommend final payment to the Contractor.

Task 4.2 As-Built Documentation

We will review as-built drawings provided by the Contractor and confirm the drawings reflect current project conditions. We will provide the District with a copy of the Contractor's as-built drawings.

WORK BUDGET

Fees are based on hourly rates and do not include agency checking and recording fees, or title company fees, or permit fees. All project meetings other than the meetings stated above will be billed on a time and materials basis. A detailed breakdown of the fee estimate, including person-hours, rates, and costs, is included on the following page. The fees quoted in this proposal will remain valid for 60 days from this submittal date.



Cost Summary for
Willow Road Waterline Extension Phase II - Construction Management Services
Nipomo Community Services District

WORKING BUDGET

	Construction Manager (Jeff S.)	Chief Engineer (Larry K.)	Construction Observer (Cara O.)	Administrative Assistant (Lynn P.)	Total Hours	Fee Estimate Subtotal	Construction Surveys	Geotechnical Engineering ³	Reimbursable Expenses ⁴	Fee Estimate TOTAL
RATES	\$140	\$160	\$95	\$70						
	HOURS									
Construction Engineering Services										
Task 1 – Attend pre-construction conference	8				8	\$1,120				\$1,120
Task 2 – Provide engineering services during construction										
2.1 Progress pay estimate	16				16	\$2,240				\$2,240
2.2 Submittal management	16		60	4	80	\$8,220				\$8,220
2.3 Change order management and requests for information (RFIs)	16		40	4	60	\$6,320				\$6,320
Task 3 – Provide construction management services										
3.1 Construction Observation ¹	40	10	200		250	\$26,200			\$1,100	\$27,300
3.2 Construction Staking (Checking and As-building)							\$5,000			\$5,000
3.3 Soils Testing ²								\$11,850		\$11,850
Task 4 – Provide Post-Construction Services										
4.1 Final Inspection and Punch List	8	4	8		20	\$2,520				\$2,520
4.2 As-Built Documentation	8	4	24	4	40	\$4,320				\$4,320
Total T&M Not-To-Exceed:										\$62,050

¹ Construction Observer hours based on 35 working days as discussed in the proposal; Construction Manager hours estimated at 20% of Observer hours; Chief Engineer estimated at 5% of Observer hours.

² Cannon will coordinate geotechnical testing and prepare field reports while performing the Construction Observation site visits (Task 3.1).

³ Earth Systems fees including 10% markup.

⁴ Mileage Reimbursement, 35 days * 50 miles/day * \$0.63/mile = \$1,100



Proposal: Willow Road Waterline Extension Project, Phase II
Construction Management Services

ACCEPTANCE OF PROPOSAL

Proposal Date: November 3, 2010

Client: Peter Sevcik, PE
Nipomo Community Services District (NCSD)
148 South Wilson Street
Nipomo, CA 93444

Project: Willow Road Waterline Extension – Phase II

Scope of Work: Construction Management Services per
Letter Proposal Dated November 3, 2010

Estimated Fees: \$62,050

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of proposal letter, cost estimate, master services agreement, and any other necessary and applicable documents to be executed of the date and year first above written.

Client: Nipomo Community Services District Cannon

Peter Sevcik, PE
District Engineer

Larry P. Kraemer, PE
Director, Public Infrastructure Division
C 44813

Date: _____

Date: _____

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2010-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AUTHORIZING REMAINING DEPOSIT TO SAN LUIS OBISPO COUNTY FOR
CONSTRUCTION OF WILLOW ROAD PHASE 2 WATERLINE EXTENSION**

WHEREAS, the County of San Luis Obispo is preparing to construct Phase 2 of the Willow Road Extension Project in Nipomo; and

WHEREAS, the District desires to have certain District waterlines and appurtenances incorporated into the County's project; and

WHEREAS, the District agrees to reimburse the County for all reasonable costs incurred by the County, relating to the District's waterline work in accordance with the Reimbursement Agreement dated September 28, 2010; and

WHEREAS, the District paid the initial deposit of \$124,396 to the County on or about October 4, 2010 in accordance with the Reimbursement Agreement.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AS FOLLOWS:

The District Board of Directors does hereby authorize:

1. The transfer of \$XXX,XXX from the Willow Road Waterline Phase 1 Project to the Willow Road Waterline Phase 2 Project in the FY 10-11 Budget (Water Capacity Fund #700).
2. The payment of not-to-exceed \$XXX,XXX from the Willow Road Phase 2 Project (Water Capacity Fund #700) to San Luis Obispo County for the remaining deposit for the project.

Upon motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby adopted this 10th day of November, 2010.

James Harrison, President
Nipomo Community Services District

ATTEST:

APPROVED AS TO FORM:

Don Spagnolo
General Manager and
Secretary to the Board

Jon S. Seitz
General Counsel

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO
GENERAL MANAGER 
DATE: NOVEMBER 5, 2010



GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is October 21, 2010 through November 5, 2010.*

DISTRICT BUSINESS

Administrative

- Working with Assessment Engineer to refine the Water Intertie Project assessment schedule.
- Provided staff comments on the Engineer's Report to the Assessment Engineer. The District's financial advisor is preparing the bond analysis to complete the report.
- Discussed status of WIP property acquisition with appraiser and acquisition agent. Of the seven properties three of the appraisals are being updated and four are considering the acquisition request/offers.
- WIP outreach consultant is planning to conduct the next phase of his work on November 10th.
- Preparing a schedule to move forward with the Miller Park project.
- Our Utility Office Assistant will be leaving. Her last day will be November 19, 2010.

Operation

- The vehicle maintenance building is complete.
- Construction of the waterline in Willow Road is still pending completion of the grading.
- Maria Vista Estates has set a total of ten water meters.

Meetings

Significant meetings attended or scheduled:

- November 18 – NMMA / NCMA Joint Technical Group
- November 19 – CSDA Meeting
- November 22 – WIP Committee
- December 6 – Southland WWTF Committee

Safety Program

- No incidents or accidents to report.

RECOMMENDATION

Staff seeks direction and input from your Honorable Board.

ATTACHMENT

Financial Reports

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2010\MANAGER'S REPORT\MANAGERS REPORT 101110.DOC

**NIPOMO COMMUNITY SERVICES DISTRICT
SUPPLEMENTAL WATER COST SUMMARY**

A/C #	DESCRIPTION	7/1/2004 TO 6/30/2005	7/1/2005 TO 6/30/2006	7/1/2006 TO 6/30/2007	7/1/2007 TO 6/30/2008	7/1/2008 TO 6/30/2009	7/1/2009 TO 6/30/2010	7/1/2010 TO 6/30/2011 July - Sept	GRAND TOTAL
1645	Reservation Fee-City of Santa Maria	37,500.00	0.00	0.00	0.00	0.00	0.00	0.00	37,500.00
1590-A1	Feasibility Study (Cannon)	25,887.29	0.00	0.00	0.00	0.00	0.00	0.00	25,887.29
1590-A2	EIR Preparation (Wood & Assoc)	29,037.48	87,100.23	16,053.83	45,407.70	76,544.11	500.00	0.00	254,643.35
1590-A3	Est/Preliminary Schedule (Cannon)	3,706.19	2,602.75	0.00	0.00	0.00	0.00	0.00	6,308.94
1590-A4	Proposed Routes/Facilities (Cannon)	5,050.07	520.00	0.00	0.00	0.00	0.00	0.00	5,570.07
1590-A5	Prop 50 Grant Application	2,757.00	6,210.00	0.00	1,857.60	0.00	0.00	0.00	10,824.60
1590-A6	Project Support (Cannon)	0.00	11,797.44	0.00	0.00	0.00	0.00	0.00	11,797.44
1590-A7	Groundwater Grant Assistance (SAIC)	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
1590-B1	Shipsey & Seitz	0.00	23,095.55	17,564.25	2,201.50	18,224.00	16,601.58	8,052.00	85,738.88
1590-B2	McDonough, Holland & Allen	0.00	34,177.28	15,871.65	0.00	0.00	0.00	0.00	50,048.93
1590-B3	Richard, Watson & Gershon	0.00	9,472.38	27,954.81	0.00	0.00	0.00	0.00	37,427.19
1590-C1	Appraisals (Tarvin & Reeder Gilman)	0.00	0.00	16,170.00	10,000.00	0.00	8,000.00	0.00	34,170.00
1590-C2	Property Negotiations (Hamner Jewell)	0.00	0.00	0.00	0.00	15,250.00	14,748.75	13,709.64	43,708.39
1590-C3	Property Acquisitions	0.00	0.00	0.00	0.00	673.00	2,772.00	0.00	3,445.00
1590-D1	Reed Group and Wallace Group	0.00	2,809.85	0.00	0.00	7,585.45	4,476.25	0.00	14,871.55
1590-D2	Lobbying	0.00	0.00	0.00	38,801.11	38,950.00	54,000.00	9,000.00	140,751.11
1590-E1	Preliminary Engineering Design (Boyle)	0.00	6,470.33	223,286.67	103,460.19	2,194.43	0.00	0.00	335,411.62
1590-E2	Water Modeling by Carollo (City of SM)	0.00	0.00	24,942.00	0.00	0.00	0.00	0.00	24,942.00
1590-E3	Alternative Water Supplies (Boyle)	0.00	0.00	164,230.48	70,772.01	0.00	0.00	0.00	235,002.49
1590-E4	Project Information (Boyle)	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00
1590-E5	Project Design (AECOM)	0.00	0.00	0.00	0.00	752,319.66	228,952.01	136,700.00	1,117,971.67
1590-E6	Pressure Testing	0.00	0.00	0.00	0.00	8,682.92	0.00	0.00	8,682.92
1590-E7	Peer Review	0.00	0.00	0.00	0.00	7,571.05	37,349.25	10,349.80	55,270.10
1590-E8	Pot Holing	0.00	0.00	0.00	0.00	0.00	29,053.05	0.00	29,053.05
1590-F1	Lab Testing (FGL Environmental)	0.00	0.00	5,047.00	0.00	0.00	0.00	0.00	5,047.00
1590-F2	Copy/Print	0.00	0.00	740.24	1,022.01	0.00	0.00	0.00	1,762.25
1590-G1	Permits	0.00	0.00	0.00	0.00	130.00	0.00	0.00	130.00
1590-H1	Assessment District	0.00	0.00	0.00	0.00	83,030.71	21,227.92	8,355.32	112,613.95
1590-H2	SLO County Reimb Agreement-JPA	0.00	0.00	0.00	0.00	0.00	36,603.80	0.00	36,603.80
1590-H3	Purveyor Partner Reimbursements to NCSD	0.00	0.00	0.00	0.00	0.00	0.00	(10,492.04)	(10,492.04)
1590-I1	Construction Management (MNS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1590-I2	Arborist (A&T Arborist)	0.00	0.00	0.00	0.00	0.00	2,830.00	0.00	2,830.00
1590-Z1	Wages-Capitalized	0.00	29,076.92	35,884.51	28,197.08	31,926.57	50,005.29	8,426.86	183,517.23
1590-Z2	Payroll Taxes-Capitalized	0.00	587.22	587.42	455.96	504.53	2,058.44	142.34	4,335.91
1590-Z3	Retirement-Capitalized	0.00	8,418.08	10,344.53	8,110.84	8,690.47	9,443.17	2,216.81	47,223.90
1590-Z4	Medical-Capitalized	0.00	2,861.36	3,367.02	2,564.88	2,757.36	3,390.94	1,402.95	16,344.51
1590-Z5	Dental/Vision-Capitalized	0.00	0.00	247.90	328.23	348.15	459.62	65.73	1,449.63
1590-Z6	Workers Compensation-Capitalized	0.00	260.35	341.83	225.21	259.81	271.21	54.64	1,413.05
		103,938.03	225,459.74	562,634.14	334,404.32	1,055,642.22	522,743.28	187,984.05	2,992,805.78

**NIPOMO COMMUNITY SERVICES DISTRICT
CERTIFICATES OF PARTICIPATION
DEBT SERVICE SCHEDULE**

	PRINCIPAL	INTEREST	TOTAL DEBT SERVICE	PRINCIPAL BALANCE
				4,000,000.00
FY June 30, 2004	0.00	136,384.79	136,384.79	4,000,000.00
FY June 30, 2005	75,000.00	169,950.00	244,950.00	3,925,000.00
FY June 30, 2006	80,000.00	167,625.00	247,625.00	3,845,000.00
FY June 30, 2007	80,000.00	165,225.00	245,225.00	3,765,000.00
FY June 30, 2008	85,000.00	163,132.50	248,132.50	3,680,000.00
FY June 30, 2009	85,000.00	161,198.75	246,198.75	3,595,000.00
FY June 30, 2010	85,000.00	158,988.75	243,988.75	3,510,000.00
FY June 30, 2011	90,000.00	156,425.00	246,425.00	3,420,000.00
FY June 30, 2012	90,000.00	153,545.00	243,545.00	3,330,000.00
FY June 30, 2013	95,000.00	150,397.50	245,397.50	3,235,000.00

NIPOMO COMMUNITY SERVICES DISTRICT
 WATERLINE INTERTIE PROJECT
 MONTHLY REPORT TO THE BOARD OF DIRECTORS
 (FY JUNE 30, 2011)

REVENUES FY 2010-2011 (1)	<u>MONTH OF</u> <u>SEPTEMBER</u>	<u>FISCAL YEAR</u> <u>7/1/2010 TO</u> <u>6/30/2011</u>
Supplemental Water Capacity Fees Collected	0.00	10,619.75
Interest Income (monthly & quarterly posting)	<u>1,424.35</u>	<u>3,407.37</u>
Revenue Subtotal	<u>1,424.35</u>	<u>14,027.12</u>

EXPENDITURES FY 2010-2011 (2)

<u>CONSULTANTS</u>		
1590-A1	Feasibility Study (Cannon)	0.00
1590-A2	EIR Preparation (Wood & Assoc)	0.00
1590-A3	Estimate/Preliminary Schedule (Cannon)	0.00
1590-A4	Proposed Routes/Facilities (Cannon)	0.00
1590-A5	Prop 50 Grant Applicatin	0.00
1590-A6	Project Support (Cannon)	0.00
1590-A7	Groundwater Grant Assistance (SAIC)	0.00
<u>LEGAL</u>		
1590-B1	Shipse & Seitz	2,076.80
1590-B2	McDonough, Holland & Allen	0.00
1590-B3	Richards, Watson & Gershon	0.00
<u>LAND ACQUISITION</u>		
1590-C1	Appraisals (Tarvin & Reeder Gilman)	0.00
1590-C2	Property Negotiations (Hamner Jewell)	3,178.75
1590-C3	Property Acquisitions	0.00
<u>FINANCIAL</u>		
1590-D1	Reed Group and Wallace Group	0.00
1590-D2	Lobbying	0.00
<u>ENGINEERING</u>		
1590-E1	Preliminary Engineering Design (AECOM)	0.00
1590-E2	Water Modeling by Carollo (City of Santa Maria)	0.00
1590-E3	Alternative Water Supplies (AECOM)	0.00
1590-E4	Project Information (AECOM)	0.00
1590-E5	Project Design (AECOM)	136,700.00
1590-E6	Pressure Testing	0.00
1590-E7	Peer Review	10,349.80
1590-E8	Pot Holing	0.00
<u>OTHER</u>		
1590-F1	FGL Environmental	0.00
1590-F2	Copy/Print	0.00
<u>PERMITS</u>		
1590-G1	Santa Maria Valley Water Conservation District	0.00
<u>ASSESSMENT DISTRICT</u>		
1590-H1	Wallace Group	7,209.46
1590-H2	SLO County Reimbursement Agreement for JPA	0.00
1590-H3	Purveyor Partner Reimbursements to NCSD	(10,492.04)
<u>CONSTRUCTION</u>		
1590-I1	Construction Management (MNS)	0.00
1590-I2	Arborist (A&T Arborists)	0.00
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1	Wages-Capitalized	3,481.51
1590-Z2	Payroll Taxes-Capitalized	50.46
1590-Z3	Retirement-Capitalized	905.70
1590-Z4	Medical-Capitalized	467.65
1590-Z5	Dental/Vision-Capitalized	21.91
1590-Z6	Workers Compensation-Capitalized	19.38
	Expenditure Subtotal	<u>6,919.58</u>
Net Revenues less Expenditures		<u>(5,495.23)</u>
Beginning Fund Balance as of July 1, 2010		2,373,651.69
Ending Fund Balance as of September 30, 2010		<u>2,199,694.76</u>

(1) See attached "Supplemental Water Fees Collected" Schedule for more detail.
 (2) See attached "Supplemental Water Cost Summary" for more detail.
 (3) Salary and Benefits of GM and District Engineer are allocated among NCSD projects and capitalized as part of the cost of the project.

NIPOMO COMMUNITY SERVICES DISTRICT
 WATERLINE INTERTIE PROJECT
 MONTHLY REPORT TO THE BOARD OF DIRECTORS
 (FY JUNE 30, 2011)

REVENUES FY 2010-2011 (1)	<u>MONTH OF</u> <u>AUGUST</u>	<u>FISCAL YEAR</u> <u>7/1/2010 TO</u> <u>6/30/2011</u>
Supplemental Water Capacity Fees Collected	10,619.75	10,619.75
Interest Income (monthly & quarterly posting)	1,051.03	1,983.02
Revenue Subtotal	11,670.78	12,602.77

EXPENDITURES FY 2010-2011 (2)

<u>CONSULTANTS</u>		
1590-A1 Feasibility Study (Cannon)	0.00	0.00
1590-A2 EIR Preparation (Wood & Assoc)	0.00	0.00
1590-A3 Estimate/Preliminary Schedule (Cannon)	0.00	0.00
1590-A4 Proposed Routes/Facilities (Cannon)	0.00	0.00
1590-A5 Prop 50 Grant Applicatin	0.00	0.00
1590-A6 Project Support (Cannon)	0.00	0.00
1590-A7 Groundwater Grant Assistance (SAIC)	0.00	0.00
<u>LEGAL</u>		
1590-B1 Shipsey & Seitz	2,807.20	5,975.20
1590-B2 McDonough, Holland & Allen	0.00	0.00
1590-B3 Richards, Watson & Gershon	0.00	0.00
<u>LAND ACQUISITION</u>		
1590-C1 Appraisals (Tarvin & Reeder Gilman)	0.00	0.00
1590-C2 Property Negotiations (Hamner Jewell)	4,811.25	10,530.89
1590-C3 Property Acquisitions	0.00	0.00
<u>FINANCIAL</u>		
1590-D1 Reed Group and Wallace Group	0.00	0.00
1590-D2 Lobbying	4,500.00	9,000.00
<u>ENGINEERING</u>		
1590-E1 Preliminary Engineering Design (AECOM)	0.00	0.00
1590-E2 Water Modeling by Carollo (City of Santa Maria)	0.00	0.00
1590-E3 Alternative Water Supplies (AECOM)	0.00	0.00
1590-E4 Project Information (AECOM)	0.00	0.00
1590-E5 Project Design (AECOM)	136,700.00	136,700.00
1590-E6 Pressure Testing	0.00	0.00
1590-E7 Peer Review	4,110.00	10,349.80
1590-E8 Pot Holding	0.00	0.00
<u>OTHER</u>		
1590-F1 FGL Environmental	0.00	0.00
1590-F2 Copy/Print	0.00	0.00
<u>PERMITS</u>		
1590-G1 Santa Maria Valley Water Conservation District	0.00	0.00
<u>ASSESSMENT DISTRICT</u>		
1590-H1 Wallace Group	793.00	1,145.86
1590-H2 SLO County Reimbursement Agreement for JPA	0.00	0.00
<u>CONSTRUCTION</u>		
1590-I1 Construction Management (MNS)	0.00	0.00
1590-I2 Arborist (A&T Arborists)	0.00	0.00
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1 Wages-Capitalized	3,481.50	4,945.35
1590-Z2 Payroll Taxes-Capitalized	50.46	91.88
1590-Z3 Retirement-Capitalized	905.70	1,311.11
1590-Z4 Medical-Capitalized	467.65	935.30
1590-Z5 Dental/Vision-Capitalized	21.91	43.82
1590-Z6 Workers Compensation-Capitalized	15.88	35.26
Expenditure Subtotal	158,664.55	181,064.47
Net Revenues less Expenditures	(146,993.77)	(168,461.70)
Beginning Fund Balance as of July 1, 2010		2,373,651.69
Ending Fund Balance as of August 31, 2010		2,205,189.99

(1) See attached "Supplemental Water Fees Collected" Schedule for more detail.
 (2) See attached "Supplemental Water Cost Summary" for more detail.
 (3) Salary and Benefits of GM and District Engineer are allocated among NCS D projects and capitalized as part of the cost of the project.

NIPOMO COMMUNITY SERVICES DISTRICT
WATERLINE INTERTIE PROJECT
MONTHLY REPORT TO THE BOARD OF DIRECTORS
(FY JUNE 30, 2011)

REVENUES FY 2010-2011 (1)	<u>MONTH OF</u> JULY	<u>FISCAL YEAR</u> 7/1/2010 TO 6/30/2011
Supplemental Water Capacity Fees Collected	0.00	0.00
Interest Income (monthly & quarterly posting)	931.99	931.99
Revenue Subtotal	931.99	931.99
EXPENDITURES FY 2010-2011 (2)		
<u>CONSULTANTS</u>		
1590-A1 Feasibility Study (Cannon)	0.00	0.00
1590-A2 EIR Preparation (Wood & Assoc)	0.00	0.00
1590-A3 Estimate/Preliminary Schedule (Cannon)	0.00	0.00
1590-A4 Proposed Routes/Facilities (Cannon)	0.00	0.00
1590-A5 Prop 50 Grant Applicatin	0.00	0.00
1590-A6 Project Support (Cannon)	0.00	0.00
1590-A7 Groundwater Grant Assistance (SAIC)	0.00	0.00
<u>LEGAL</u>		
1590-B1 Shipsey & Seitz	3,168.00	3,168.00
1590-B2 McDonough, Holland & Allen	0.00	0.00
1590-B3 Richards, Watson & Gershon	0.00	0.00
<u>LAND ACQUISITION</u>		
1590-C1 Appraisals (Tarvin & Reeder Gilman)	0.00	0.00
1590-C2 Property Negotiations (Hamner Jewell)	5,719.64	5,719.64
1590-C3 Property Acquisitions	0.00	0.00
<u>FINANCIAL</u>		
1590-D1 Reed Group and Wallace Group	0.00	0.00
1590-D2 Lobbying	4,500.00	4,500.00
<u>ENGINEERING</u>		
1590-E1 Preliminary Engineering Design (AECOM)	0.00	0.00
1590-E2 Water Modeling by Carollo (City of Santa Maria)	0.00	0.00
1590-E3 Alternative Water Supplies (AECOM)	0.00	0.00
1590-E4 Project Information (AECOM)	0.00	0.00
1590-E5 Project Design (AECOM)	136,700.00	136,700.00
1590-E6 Pressure Testing	0.00	0.00
1590-E7 Peer Review	6,239.80	6,239.80
1590-E8 Pot Holing	0.00	0.00
<u>OTHER</u>		
1590-F1 FGL Environmental	0.00	0.00
1590-F2 Copy/Print	0.00	0.00
<u>PERMITS</u>		
1590-G1 Santa Maria Valley Water Conservation District	0.00	0.00
<u>ASSESSMENT DISTRICT</u>		
1590-H1 Wallace Group	352.86	352.86
1590-H2 SLO County Reimbursement Agreement for JPA	0.00	0.00
<u>CONSTRUCTION</u>		
1590-I1 Construction Management (MNS)	0.00	0.00
1590-I2 Arborist (A&T Arborists)	0.00	0.00
<u>SALARY AND BENEFITS (3)</u>		
1590-Z1 Wages-Capitalized	1,463.85	1,463.85
1590-Z2 Payroll Taxes-Capitalized	41.42	41.42
1590-Z3 Retirement-Capitalized	405.41	405.41
1590-Z4 Medical-Capitalized	467.65	467.65
1590-Z5 Dental/Vision-Capitalized	21.91	21.91
1590-Z6 Workers Compensation-Capitalized	15.88	15.88
Expenditure Subtotal	159,096.42	159,096.42
Net Revenues less Expenditures	(158,164.43)	(158,164.43)
Beginning Fund Balance as of July 1, 2010		2,373,651.69
Ending Fund Balance as of July 31, 2010		2,215,487.26

(1) See attached "Supplemental Water Fees Collected" Schedule for more detail.

(2) See attached "Supplemental Water Cost Summary" for more detail.

(3) Salary and Benefits of GM and District Engineer are allocated among NCSO projects and capitalized as part of the cost of the project.

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO
GENERAL MANAGER 
DATE: NOVEMBER 3, 2010



COMMITTEE REPORTS

ITEM

Consider review of Committee meeting minutes.

BACKGROUND

The following meetings were held for which meeting minutes are being provided:

October 26, 2010 Finance and Audit Committee

RECOMMENDATION

It is recommended that your Honorable Board discuss the meeting minutes as appropriate.

ATTACHMENTS

- Finance and Audit Committee Minutes

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NIPOMO COMMUNITY SERVICES DISTRICT

OCTOBER 26, 2010

MINUTES

FINANCE AND AUDIT COMMITTEE

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

Chairman Vierheilg called the meeting to order at 1:00 p.m. Both Chairman Vierheilg and Director Eby were in attendance along with staff members Don Spagnolo and Lisa Bognuda. No members of the public were present.

2. REVIEW AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2010

Bob Crosby, CPA, reviewed the draft audit report for Fiscal Year ending June 30, 2010. The Committee asked questions of Mr. Crosby and staff. The Committee recommended minor corrections to the report. The final audit report for June 30, 2010, will be presented to the Board of Directors on November 10, 2010.

3. ADJOURN

The meeting was adjourned at 1:45 p.m.